

**Agenda for a Regular Meeting of the
Finance Committee of the Common Council of the City of Hudson**
Monday, April 22, 2019
6:30 p.m.
Council Chambers of City Hall, 505 Third Street

1. Call to Order
2. **Discussion and Possible Action on Minutes from April 8, 2019**
3. **Discussion and Possible Action on Claims from April 22, 2019**
4. **Discussion and Possible Action on Regular Operators Licenses**
5. **Discussion and Possible Action for the Letter of Engagement for engineering services for preparation of the 2019 Sidewalk and Pedestrian Curb Ramp Assessment.**
6. **Discussion and Possible Action on agent change for Keys Café and Buffalo Wild Wings**
7. Items for Future Agendas
8. Adjournment

Rich O'Connor, Mayor

Posted in City Hall lobbies and emailed to Hudson Star 4-18-2019

Some agenda items may be taken up earlier in the meeting, or in a different order than listed. Upon reasonable notice, an interpreter or other auxiliary aids will be provided at the meeting to accommodate the needs of the public. Please contact the City Clerk at 715-386-4765, ext. 140.

Notice is hereby given that a majority of the Common Council of the City of Hudson, Wisconsin, may be present at the foregoing meeting. This may constitute a meeting of the Common Council pursuant to *State ex. Rel. Badke v. Greendale Village Board*, 174 Wis.2d 553, 494 N.W.2d 408 (1993), although the Council will not take any formal action at this meeting.

FINANCE COMMITTEE MEETING OF THE COMMON COUNCIL
CITY OF HUDSON, WISCONSIN
MONDAY, APRIL 8, 2019

UNAPPROVED

Meeting called to order by Mayor O'Connor at 6:30 pm.

PRESENT: Mayor Rich O'Connor. Alderpersons Bill Alms, Joyce Hall, and Randy Morrisette II.

ABSENT: None

OTHERS PRESENT: Cathy Munkittrick, Devin Willi, Jim Webber, Mike Johnson, Mike Mroz, Jennifer Rogers, Jason Muenich, Josh Olson, Scott St. Martin, others.

MINUTES: MOTION by Hall, second by Alms, to approve the minutes of the March 25, 2019, Finance Committee meeting. Ayes (4). MOTION CARRIED.

CLAIMS: MOTION by Hall, second by Alms, to recommend the payment of the following claims:

Fund		A/P Amounts	P/R Amounts	Totals
100	General	474,556.83	125,392.99	599,949.82
235	Room Tax & Comm Subs	500.00		500.00
280	Park Dedication Fees	4,922.50		4,922.50
415	Tid 5	300.00		300.00
450	Capital Projects	215.31		215.31
452	2019 & 2020 Cap Projects	4,024.06		4,024.06
620	Parking	6,180.52	391.51	6,572.03
630	Ambulance	9,313.57	19,791.38	29,104.95
640	Storm Sewer	5,839.45	212.80	6,052.25
Totals		\$505,852.24	\$145,788.68	\$651,640.92

Ayes (4). MOTION CARRIED.

OPERATOR'S LICENSES: MOTION by Alms, second by Hall, to recommend approval of one Regular Operator License applications submitted by Kevin Nelson, for the license period of April 9, 2019 ending June 30, 2020, contingent on payment of any outstanding debt owed to the City and successful completion of the background check. Ayes (4). MOTION CARRIED.

DESIGN/CONSTRUCTION SERVICES - GRANDVIEW PARK: MOTION by Alms, second by Hall, to recommend approval of the bid submitted by Elliot Architects in the amount of \$13,000 for the design and construction services for the Grandview Park restroom as noted in the project scope. Ayes (4). MOTION CARRIED.

FINANCE COMMITTEE MEETING OF THE COMMON COUNCIL
CITY OF HUDSON, WISCONSIN
MONDAY, APRIL 8, 2019

VINE STREET AND HEGGEN STREET TRAIL BID AWARD: MOTION by Morrisette, second by Hall, to recommend bid award for the Vine Street construction project to A-1 Excavating in the amount of \$1,449,240.50 and to recommend bid award for the Heggen Street Trail project to A-1 Excavating in the amount of \$91,170.00. Ayes (4). MOTION CARRIED.

LETTER OF ENGAGEMENT FOR 2019 STREET MAINTENANCE PROJECT: MOTION by Morrisette, second by Alms, to recommend approval of a letter of engagement with Bolton & Mink for the preparation of plans and specifications and advertisement for bid for the 2019 Street Maintenance program. Morrisette noted that he had spoken with DPW Mroz regarding the need for repairs on Hazelcrest Drive in the near future. Ayes (4). MOTION CARRIED.

FINANCE DIRECTOR POSITION: MOTION by Alms, second by Hall, to recommend the appointment of Alison Egger to serve as Finance Director for the City of Hudson. Egger will begin at Step 2 on the salary schedule and will be granted four weeks of vacation. All other terms of employment will be pursuant to the Employee Handbook. Ayes (4). MOTION CARRIED.

PARKING ENFORCEMENT VEHICLE: MOTION by Hall, second by Alms, to recommend the purchase of a 2019 Ford Fusion from Hudson Ford in the amount of \$16,895 to be utilized as a parking enforcement vehicle. Ayes (4). MOTION CARRIED.

TEMPORARY CLASS B LICENSE: MOTION by Hall, second by Morrisette, to recommend approve the Temporary Beer/Wine License application submitted by the Hudson Area Library foundation for May 11, 2019. Ayes (4). MOTION CARRIED.

CITY ADMINISTRATOR RECRUITMENT: MOTION by Morrisette, second by Alms, to recommend that the City enter into a contract with Public Administration Associates to conduct the City Administrator search, at a cost not to exceed \$12,000. Ayes (4). MOTION CARRIED.

CONSTRUCTION OF NEW FIRE DEPARTMENT FACILITY: MOTION by Morrisette, second by Hall, to recommend the selection of Market & Johnson as the contractor for the construction for the new Fire Department facility and to approve a total project budget of \$6,954,320. Ayes (4). MOTION CARRIED.

CLOSED SESSION: MOTION by Hall, second by Alms, to enter into closed session at 6:38 p.m. pursuant to 19.85(1)(c) to review the request by the City Clerk for a salary adjustment. ROLL CALL VOTE. Ayes (4). MOTION CARRIED.

RECONVENE IN OPEN SESSION: MOTION by Morrisette, second by Hall to reconvene into open session at 7:08 p.m. Ayes (4). MOTION CARRIED.

ADJOURNMENT: MOTION by Hall, second by Morrisette, to adjourn at 7:09 p.m. Ayes (4). MOTION CARRIED.

Devin Willi
Interim Finance Director

COUNCIL CLAIMS - April 22, 2019

	Fund	A/P Amounts	P/R Amounts	Totals
100	General	130,354.21	103,601.06	233,955.27
220	Stormwater MS-4	681.64		681.64
235	Room Tax & Comm Subs	3,000.00		3,000.00
280	Park Deduction Fees	3,500.00		3,500.00
310	Debt Services	68,375.00		68,375.00
416	Tid 6	2,854.31		2,854.31
450	Capital Projects	11,100.00		11,100.00
451	2017 & 2018 Cap Projects	125,369.95		125,369.95
452	2019 & 2020 Cap Projects	95,384.00		95,384.00
620	Parking		488.79	488.79
630	Ambulance	8,328.31	22,547.98	30,876.29
640	Storm Sewer	9,124.41	1,350.28	10,474.69
	Totals	\$ 458,071.83	\$ 127,988.11	\$ 586,059.94



SUBMITTED TO: Finance/Common Council

DATE: April 22, 2019

SUBMITTED BY: Karen Duchow, Deputy Clerk

REGARDING: Application(s) for Operator's Licenses

ISSUE:

Applications for Operator's Licenses are on file at the City Clerk's office and are available for inspection upon request. Upon Council approval, the licenses will be issued contingent upon successful completion of a background check and payment of any outstanding debt owed to the City.

STAFF RECOMMENDATION:

Approve the issuance of 9 Regular Operator Licenses for the period of April 23, 2019 to June 30, 2020 to:

Andrew Collins

Kendra Filla

Madison Hemaue

Jonathan Kasuboski

John Lolmaugh

Dao Lu

Taylor Reuther

Stephen Shade

Adam Valentine



Michael Mroz
Public Works & Parks Director
505 Third Street
Hudson, Wisconsin 54016
ph: 715-716-5746 5 fx: (715)386-3385

TO: Common Council

FROM: Michael Mroz; Public Works Director

DATE: April 17, 2019

SUBJECT: Approve the Letter of Engagement with SEH in the amount of \$28,310 for a city-wide sidewalk and pedestrian crossing inventory with funding to come from the 2019 Sidewalk program

BACKGROUND:

Every year the City budgets \$75,000 to perform sidewalk and gutter repair throughout the City. Past replacement practices have been to fix isolated problems as complaints come into the Public Works office. The sidewalk replacement program has been more reactive than proactive up to this point.

In order to implement a more proactive approach, City staff recommends conducting a full-scale sidewalk and pedestrian ramp assessment, which includes identifying hazardous sidewalks and non-compliant pedestrian ramps. Sidewalk conditions will be rated on a scale and placed in an interactive GIS map. The map will show the identified sidewalks in poor, fair, and good condition. Furthermore, the map will locate the pedestrian ramps that do not meet current ADA standards. Once the inventory is completed, the Public Works committee and staff can create a replacement plan which will assist budgeting for future replacement.

At the Public Works Committee meeting, held on April 15, 2019, the committee recommended funds from the 2019 Sidewalk Replacement program be allocated towards a city-wide sidewalk inventory. The following are submitted quotes from SEH and Bolton & Menk to perform the data collection and create the GIS mapping for both the Sidewalk and Pedestrian Curb Ramp Assessments.

- | | |
|------------------|-------------|
| 1. SEH | \$28,310.00 |
| 2. Bolton & Menk | \$35,680.00 |

FUNDING SOURCE:

Reallocate the capital improvement funds for the Sidewalk Replacement program to be used for the inventory in the amount of \$28,310.00.

- Remainder of funds to be used for sidewalk/curb and gutter replacements

STAFF RECOMMENDATION:

MOTION by Deziel, second by Webber to recommend approval of the LOE with SEH to conduct the sidewalk and pedestrian crossing inventory, utilizing 2019 sidewalk replacement funds. MOTION CARRIED.

**CITY OF HUDSON
LETTER OF ENGAGEMENT**

Project Name: Sidewalk Assessment

Project Number: _____

This Letter of Engagement is entered into this 14th day of March, 2019, by and between the City of Hudson , 505 Third Street, Hudson, WI, 54016 (hereinafter the "City") and

Short Elliott Hendrickson Inc.

Name of Consultant

156 High Street, Suite 300, New Richmond, WI 54017

Address of Consultant

(Hereinafter the "Consultant").

RECITALS

WHEREAS, the City and the Consultant entered into an Engineering Master Consulting Agreement on the 1st day of September, 2014; and

WHEREAS, the Master Consulting Agreement provides that the City would engage the Consultant from time to time to assist in providing engineering services for projects and studies designated by the City and as described through separate Letters of Engagement attached as Exhibits to the Master Consulting Agreement; and

WHEREAS, The City wishes to retain the services of an engineering consultant to assist with the following described project:

Conduct Sidewalk Assessment as described in the letter dated March 14, 2019 prepared by SEH and attached hereto as Exhibit One.

(hereinafter the "Project"); and

WHEREAS, this Letter of Engagement outlines the services to be performed by the Consultant; the approved cost of the Project; and the Project schedule.

NOW, THEREFORE, in consideration of the mutual agreements herein contained and intending to be legally bound hereby, the City and the Consultant hereby agree as follows:

Article 1. Services to be performed by the Consultant

The City hereby retains Consultant for the purposes of advising and consulting the City for the services described in Exhibit One attached hereto and made a part hereof.

Article 2. Schedule of Performance

The Consultant shall perform the services for the Project on the basis of the schedule attached hereto as Exhibit One and made a part hereof by reference. The schedule may be adjusted by mutual consent as the services proceed. The term limits established by the schedule and approved by the City shall not be exceeded by the Consultant or the City, except for reasonable cause agreed to by the City.

Article 3. Consultant's Compensation

The City shall pay the Consultant for services furnished and the Consultant shall accept as full payment the sums described on Exhibit One attached hereto and made a part hereof.

IN WITNESS THEREOF, the parties hereto have executed this Engagement letter as of the date first written above.

IN WITNESS WHEREOF, the parties hereto set their hands and seals dated this 14th day of March, 2019.

Short Elliott Hendrickson, Inc.

City of Hudson, Wisconsin



By: _____
John D. Parotti, PE
Associate/Sr. Project Manager

By: _____
Devin Willi, City Administrator

By: _____
Rich O'Connor, Mayor

Attest: _____
Jennifer Rogers, City Clerk



Building a Better World
for All of Us®

Exhibit One

March 14, 2019

RE: City of Hudson, Wisconsin
Sidewalk Assessment
SEH No. HUDSO 14.00

Mr. Michael Mroz
Director of Public Works
City of Hudson
505 3rd Street
Hudson, WI 54016

Dear Mr. Mroz:

Thank you for this opportunity to provide a proposal for a Sidewalk Assessment for the City of Hudson. This letter outlines our understanding of the project as well as the scope schedule and fee estimate as follows:

PROJECT UNDERSTANDING

The City of Hudson has proposed to complete a Sidewalk Assessment in order to better prioritize sidewalk maintenance spending. The Sidewalk Assessment will include visually inspecting existing sidewalks and noting areas that contain deficiencies including tripping hazards, narrow sidewalks, gaps, lack of curb cuts, steps, etc.

SCOPE OF SERVICES

Short Elliott Hendrickson proposes to provide the following Scope of Services:

1. Sidewalk Assessment:
 - a. Kickoff meeting with City staff,
 - b. Tabletop review of available information,
 - c. Prepare deficiency template for handheld data collection device,
 - d. Walk existing sidewalks (approximately 200,000 LF) with handheld data collection device and collect deficiency locations.
 - e. Prepare report including deficiency location maps.
 - f. Provide deficiency location maps in electronic format for incorporation into City's GIS Map.
 - g. Wrapup meeting with City staff,
 - h. Presentation to Bicycle/Pedestrian Advisory Committee.

SCHEDULE

Short Elliot Hendrickson will endeavor to complete the work contained in the Scope of Services by August 31, 2019.

This schedule assumes authorization to proceed is received by May 31, 2019.

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 156 High Street, Suite 300, New Richmond, WI 54017-1128
SEH is 100% employee-owned | sehinc.com | 715.246.9906 | 888.881.4281 | 888.908.8166 fax

Mr. Michael Mroz
March 14, 2019
Page 2

13,310
15,000

28,310

COMPENSATION

Compensation for completion of the above scope will be on a time and materials basis using the cost plus fixed fee method in accordance with the Engineering Master Consulting Agreement with the City of Hudson. The estimated fee for service is \$13,310.

EXCLUSIONS AND ADDITIONAL SERVICES

The following items are not included in the Scope of Services but may be added by contract amendment at a later date if it is determined that they are required.

- Detailed ADA accessibility review of existing handicapped ramps and steps.
- Capital Improvement Planning including cost estimates and schedules.
- Sidewalk Design

It was our intent to reflect the scope discussed with City staff. If you find that the scope requires modification, please don't hesitate to contact John Parotti at (715) 861-4871 or David Schofield at (715) 720-6211 to discuss changes.

Sincerely,

SHORT ELLIOTT HENDRICKSON INC.



John D. Parotti, PE
Associate/Sr. Project Manager



David Schofield, PE
Sr. Professional Engineer

**CITY OF HUDSON
LETTER OF ENGAGEMENT**

Project Name: Pedestrian Curb Ramp Assessment

Project Number: _____

This Letter of Engagement is entered into this 14th day of March, 2019, by and between the City of Hudson , 505 Third Street, Hudson, WI, 54016 (hereinafter the "City") and

Short Elliott Hendrickson Inc.

Name of Consultant

156 High Street, Suite 300, New Richmond, WI 54017

Address of Consultant

(Hereinafter the "Consultant").

RECITALS

WHEREAS, the City and the Consultant entered into an Engineering Master Consulting Agreement on the 1st day of September, 2014; and

WHEREAS, the Master Consulting Agreement provides that the City would engage the Consultant from time to time to assist in providing engineering services for projects and studies designated by the City and as described through separate Letters of Engagement attached as Exhibits to the Master Consulting Agreement; and

WHEREAS, The City wishes to retain the services of an engineering consultant to assist with the following described project:

Conduct assessment of pedestrian curb ramps as described in the letter dated April 16, 2019 prepared by SEH and attached hereto as Exhibit One.

(hereinafter the "Project"); and

WHEREAS, this Letter of Engagement outlines the services to be performed by the Consultant; the approved cost of the Project; and the Project schedule.

NOW, THEREFORE, in consideration of the mutual agreements herein contained and intending to be legally bound hereby, the City and the Consultant hereby agree as follows:

Article 1. Services to be performed by the Consultant

The City hereby retains Consultant for the purposes of advising and consulting the City for the services described in Exhibit One attached hereto and made a part hereof.

Article 2. Schedule of Performance

The Consultant shall perform the services for the Project on the basis of the schedule attached hereto as Exhibit One and made a part hereof by reference. The schedule may be adjusted by mutual consent as the services proceed. The term limits established by the schedule and approved by the City shall not be exceeded by the Consultant or the City, except for reasonable cause agreed to by the City.

Article 3. Consultant's Compensation

The City shall pay the Consultant for services furnished and the Consultant shall accept as full payment the sums described on Exhibit One attached hereto and made a part hereof.

IN WITNESS THEREOF, the parties hereto have executed this Engagement letter as of the date first written above.

IN WITNESS WHEREOF, the parties hereto set their hands and seals dated this 14th day of March, 2019.

Short Elliott Hendrickson, Inc.

By: _____



John D. Parotti, PE
Associate/Sr. Project Manager

City of Hudson, Wisconsin

By: _____

Devin Willi, City Administrator

By: _____

Rich O'Connor, Mayor

Attest: _____

Jennifer Rogers, City Clerk



Building a Better World
for All of Us®

Exhibit One

April 16, 2019

RE: City of Hudson, Wisconsin
Pedestrian Ramp Assessments
SEH No. HUDSO 14.00

Mr. Michael Mroz
Director of Public Works
City of Hudson
505 3rd Street
Hudson, WI 54016

Dear Mr. Mroz:

Thank you for this opportunity to provide a proposal for the assessment of pedestrian curb ramps for the City of Hudson. This letter outlines our understanding of the project as well as the scope schedule and fee estimate as follows:

PROJECT UNDERSTANDING

The City of Hudson plans to complete a sidewalk assessment in order to better prioritize sidewalk maintenance spending. While considering approval of the letter of engagement for engineering services related to the sidewalk assessment, the Hudson Public Works Commission expressed a desire to also assess pedestrian curb ramps in conjunction with the sidewalk assessment. The primary objective of the ramp assessment is to evaluate compliance of each ramp with the Americans with Disabilities Act (ADA). To that end, the scope of services below will evaluate each ramp with respect to compliance with ADA and provide the City with a tabulation of the information required to prioritize pedestrian ramp repair and improvement expenditures.

SCOPE OF SERVICES

Short Elliott Hendrickson proposes to provide the following Scope of Services:

1. Pedestrian curb ramp assessment:
 - a. Attend kickoff meeting with City staff to be held at the same time as the sidewalk assessment kickoff meeting.
 - b. Tabletop review of available information.
 - c. Prepare deficiency template for handheld data collection device.
 - d. Evaluate pedestrian ramps (up to 860 ramps) for compliance with ADA with respect to the following:
 - i. Running slope.
 - ii. Cross slope.
 - iii. Geometric dimensions.
 - iv. Detectable warning fields.
 - e. Prepare report including deficiency location maps.
 - f. Provide deficiency location maps in electronic format for incorporation into City's GIS Map.

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 156 High Street, Suite 300, New Richmond, WI 54017-1128

SEH is 100% employee-owned | sehinc.com | 715.246.9906 | 888.881.4281 | 888.908.8166 fax

- g. Wrap-up meeting with City staff,
- h. Presentation to Bicycle/Pedestrian Advisory Committee at the same time as presenting the sidewalk assessment.

Assumptions:

The City does not currently have a count of how many pedestrian curb ramps are part of the sidewalk system. As a result, the following assumptions were made to determine the level of effort and arrive at the estimated fee contained in this letter:

- A. The average city block has 6 pedestrian curb ramps.
- B. Some of the ramps will be able to be determined to be noncompliant without taking detailed measurements. Approximately 215 ramps will require measurements to determine compliance.
- C. Measurements will be taken by one qualified individual without assistance using hand measuring devices and a digital 4-foot level.
- D. The ramp assessments will be completed concurrent with the sidewalk assessment field work.

SCHEDULE

Short Elliot Hendrickson will endeavor to complete the work contained in the Scope of Services by August 31, 2019.

This schedule assumes authorization to proceed is received by April 30, 2019.

COMPENSATION

Compensation for completion of the above scope will be on a time and materials basis using the cost plus fixed fee method in accordance with the Engineering Master Consulting Agreement with the City of Hudson. The estimated fee for service is \$15,000.

EXCLUSIONS AND ADDITIONAL SERVICES

The following items are not included in the Scope of Services but may be added by contract amendment at a later date if it is determined that they are required.

- Capital Improvement Planning including cost estimates and schedules.
- Ramp repair/replacement engineering.

It was our intent to reflect the scope discussed with City staff. If you find that the scope requires modification, please don't hesitate to contact John Parotti at (715) 861-4871 or David Schofield at (715) 720-6211 to discuss changes.

Sincerely,

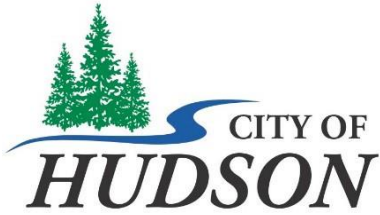
SHORT ELLIOTT HENDRICKSON INC.



John D. Parotti, PE
Associate/Sr. Project Manager



David Schofield, PE
Sr. Professional Engineer



SUBMITTED TO: Finance/Common Council

DATE: April 22, 2019

SUBMITTED BY: Karen Duchow, Deputy Clerk

REGARDING: Application(s) for Change of Agent

ISSUE: A request for Change of Agent has been received from RAGMA Inc, dba Keys Café and Bakery at 840 Carmichael Road.

A request for Change of Agent has been received from Hudson Spirits, LLC dba as Buffalo Wild Wings at 913 Pearson Drive.

The required documents and payments have been received.

STAFF RECOMMENDATION: Approve the request for an agent change to Penelope Christianson at Keys Café, pending background check. Also to approve the agent change to Jessie O'Malley at Buffalo Wild Wings, pending background check.